

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN'S SYSTEM OF CARE**

VACANCY ANNOUNCEMENT



RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES

**MENTAL HEALTH CLINICAL PROGRAM MANAGER I
SERVICE AREA 3**

The Children's System of Care Bureau / Service Area 3 Administration is seeking a highly qualified, motivated individual to assume management responsibility for the implementation and development of our new directly operated clinic in the City of Covina. The site will be a full service site providing the following services: PEI, CalWORKs and Wellness services consisting of a Care Clinic, medication support, case management, individual and group therapy and rehab services.

ESSENTIAL JOB DUTIES:

- Direct, supervise and provide program oversight for all services provided;
- Provide direct supervision and administrative support to three MH Clinical Supervisors, one Supervising Psychiatrist, one Staff Assistant, and a Secretary;
- Monitor program and QA compliance of all services provided;
- Work closely with Service Area District Chief to assure implementation of all new procedures/programs/services provided at a DMH directly operated clinic;
- Participate in the Service Area SAAC and Provider's Meetings;
- Address and investigate any client complaints;
- Participate in all site reviews conducted by other DMH units and or County Departments;
- Work close with DHS in establishing an integrated level of care for all clients served;
- Oversee program quality improvement efforts including participation in Service Area QA Committee and close collaboration with the Service Area QA/QI Coordinator to assure staff compliance with all MediCal Requirements and standards; and
- Oversee the investigation and resolution of complaints and respond to inquiries from consumers, family members, Board of Supervisors, Chief Executive Office, attorneys, contract providers and employees.

DESIRABLE QUALIFICATIONS:

- Experience with program oversight and management and strong ability to utilize clinical knowledge and administrative skills to develop and oversee multiple services in a clinical setting
- Experience in the provision of adult mental health services
- Experience in team building, and developing and maintaining staff morale

- Strong verbal and written communication skills
- Experience working with DMH contract providers and other community organizations
- Ability to represent the County and communicate effectively with others in the public and private sectors
- Ability to establish, implement and achieve Departmental goals and objectives.

Interested applicants holding the payroll title of Mental Health Clinical Program Manager I should submit their resume, last two (2) Performance Evaluations, and the last two (2) years' Time History Report on or before **5:00 PM on Friday, October 14** to:

Alfredo B. Larios, LCSW
District Chief
Service Area 3
alarios@dmh.lacounty.gov